

# 780 CMR 7<sup>th</sup> Edition Requirements for ALL 1 & 2 Family Projects

Per 5110.7, Construction Documents, the following are considered to be the **MINIMUM** documentation for **ALL** permit applications

**Please utilize the boxes on this checklist to assure completeness**

Three sets of scaled drawings & details shall be submitted with each application proposing construction, reconstruction, addition, alteration, demolition or repair. The building official may waive the requirements for filing plans when the work involved is of a minor nature. Scaled drawings & details shall indicate & describe all proposed work, including location, size, grade & quality of materials & equipment to be used.

## **A.) SITE PLAN**

- Property address; map & parcel number, zoning district & overlays (wetland, floodplain, etc.)
- Show well and septic locations (if applicable)
- If using Town Water or Town Sewer, provide a copy of the paid tie in fee receipt.
- Provide a copy of the curb cut permit obtained from the DPW Department.
- Location of lot lines, dimensions of lot, frontage
- Location & dimensions of public easements, public utility easements, railroad right-of-ways, and established zoning setback requirements
- Location & dimensions of primary & accessory buildings & structures to property lines.

## **B.) FLOOR PLANS**

- Floor plan of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages, carports, and decks
- Dimensions, location & materials of foundations, footings, columns, beams & piers (include any reinforcing)
- Direction, dimensions, spacing, species & grade of all framing members (floors, roofs, wall, partitions). If Braced Walls are required they must conform to 5602.10 thru 5602.10.9.
- Location of all walls, partitions, windows, stairs & doors
- Location & description of all electrical equipment and alarm devices
- Location & type of all heating and air conditioning (HVAC) equipment

## **C.) EXTERIOR ELEVATIONS**

- Front, rear & side elevations including foundation depth and finish grades.
- Provide drawings showing exterior wall bracing as per 5602.10 thru 5602.10.9.
- Location & dimensions of windows & doors (attach window/door schedule)
- Description of exterior cladding or siding material
- Show exterior stair locations & dimensions
- Show chimney and vent locations

## **D.) DETAILS & SECTIONS**

- Attach compliance paperwork for energy requirements: see **Chapter 61, Energy Efficiency & Section 6101.2 Compliance.** (showing compliance with one of the four methods)
- Sections through exterior walls showing details of construction from footing to the highest point of the building.
- Sections through shafts, landings & stairs- include framing details, tread, riser, headroom
- Describe location & dimensions of handrails, grip size, & guardrails
- Sections through fireplaces & chimneys (show dimensions and clearances)
- Location & details of any roof trusses, glue-lam, or engineered lumber (include connection & bracing details and Mass. professionals stamp on specification sheet)

(over)

## CONTACT TIMES FOR INSPECTIONS

(NOTICE SHALL BE GIVEN 48 HOURS IN ADVANCE)

It shall be the **responsibility of the permit holder** (owner or contractor) to contact the inspector when the work has progressed to the point of needing an inspection.

- Excavation:** inspector to observe soil types: groundwater elevation, temporary shoring, site safety.
- Foundation:** inspector to observe location, size & shape, width, reinforcing, height of unbalanced fill, fireplace jog, ventilation, damp-proofing/waterproofing, foundation drainage, and *either* first floor framing in place *or* proper bracing before backfill
- Frame:** call after all framing is in place and the sub-trades have finished all cutting, drilling and notching. inspector to observe species & grade, spans, connections, cutting & notching; and fire-stopping ( **after** inspection and sign off from sub-trade inspectors). Wall Bracing and Wind Bracing (if required) must be inspected prior to the installation of sheathing paper.
- Sub-trade Inspections:** call appropriate inspector for individual inspections including, but not limited to: Plumbing, Gas, Electrical, Oil Burner, Fire Department, Health Department
- Fireplace/chimney:** call following completion of firebox , throat and first flue set (mandatory inspection point)
- Insulation:** after insulation is in place: inspector to observe insulation type, vapor barrier, and R-values
- Mechanical:** inspection of duct installation (for type and fastening), furnace plenum, hydronic piping, wood & pellet stoves, dryer vents, bath exhaust fans, heat pumps, etc.
- Finish:** call after sub-trade inspectors have signed for final approvals and building, or parts there of, including exterior finish grading are complete and ready for occupancy and/or use

### Contact Telephone Numbers

Inspectional Services	Inspectors Name	Contact Telephone Number
Building Inspection:	Bill or Don	413-637-5503
Electrical Inspection:	Robert Pensivy	413-448-8311
Gas Inspection:	Mark Smith	413-637-0645
Plumbing Inspection:	Mark Smith	413-637-0645
Oil Burner Inspection:	Fire Chief Dan Clifford	413-637-2347
Board of Health Inspection:	Tri Town Health	413-243-5520
Fire Department Inspection:	Fire Chief Dan Clifford	413-637-2347
Conservation Commission	Neal Carpenter	413-637-5504
Department of Public Works	Jeff Vincent	413-637-5525
Dig Safe	www.digsafe.com	888-344-7233 (72 hours notice)